

# Coordinador Training 2003



*"'Fists of Fortune' will be the biggest summer blockbuster in years. Action-packed with thrilling fund-raisers and touching moments of humanity. A must see, two thumbs up!"*



Buck Buchanan San

as

Wise Warrior

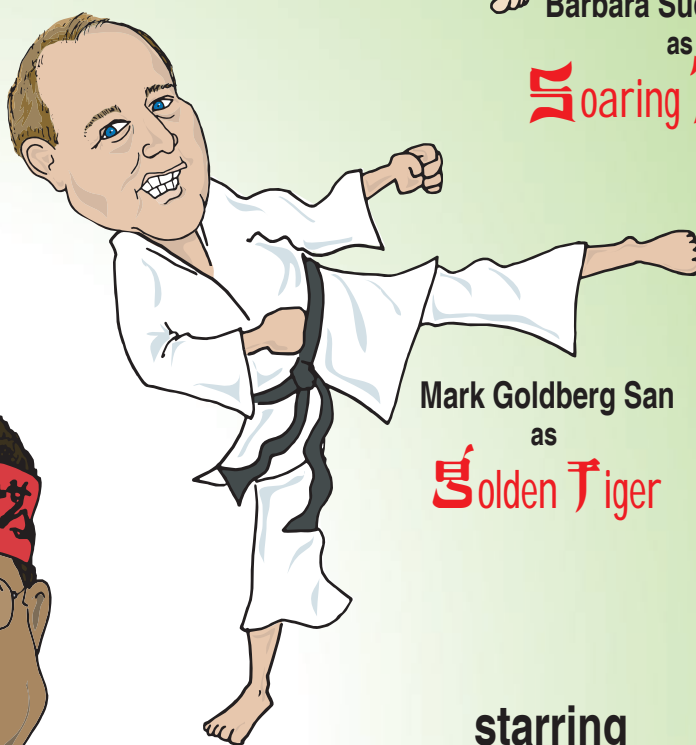
Give to the  
CMC and get  
the biggest  
kick of your  
life!



Barbara Sudhoff San

as

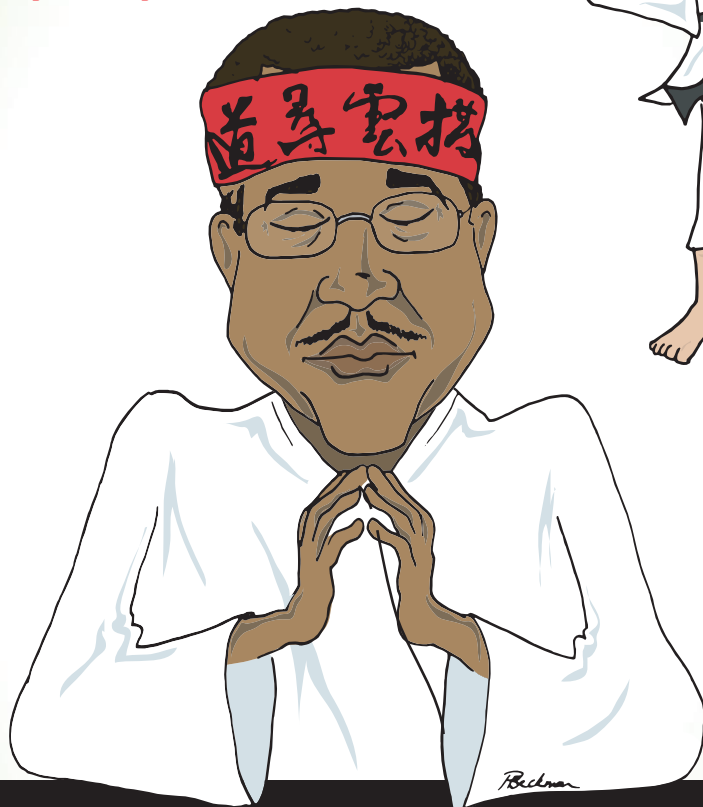
Soaring Phoenix



Mark Goldberg San

as

Golden Tiger



starring

Sensei Mayor  
"Bruce Lee" Brown

and the

Black Belt Brigade  
in

**"FISTS OF FORTUNE"**

## **coordinator info**

agenda	1
materials checklist	1
tips	2
goals	3-4
calendar	5-9
competitions	10

## **what is the cmc?**

history	11
participating federations	12
participating local agencies	13-19

## **scantron Forms**

tips	20
info	21

## **keep up & keep control**

reporting info	22-23
reporting form	24
memorial contribution form	25
coordinator list	26

# agenda & checklist

<b>8:30</b>	<b>-</b>	<b>9:00</b>	Breakfast
<b>9:00</b>	<b>-</b>	<b>9:05</b>	Opening remarks - Lonnie Vara
<b>9:05</b>	<b>-</b>	<b>9:25</b>	Putting the “fun” back in FUNdraising - Jackie Strickland
<b>9:25</b>	<b>-</b>	<b>9:35</b>	Review booklet - Cyndy Sax
<b>9:35</b>	<b>-</b>	<b>9:45</b>	Break
<b>9:45</b>	<b>-</b>	<b>9:55</b>	Scantron forms - Shane Hughes & Maria Irshad
<b>9:55</b>	<b>-</b>	<b>10:15</b>	How to make the “Ask” - Billie Williams
<b>10:15</b>	<b>-</b>	<b>10:35</b>	Big fund-raisers - Valerie Prevost
<b>10:35</b>	<b>-</b>	<b>10:40</b>	Closing
<b>10:40</b>	<b>-</b>	<b>11:00</b>	Prize drawing (must be present to win)

Campaign materials will be distributed to each department coordinator. Each department coordinator is responsible for distributing the materials to department employees.

Campaign materials include:

- ☒ Agency handbook - one for each employee
- ☒ Scantron pledge form - one for each employee
- ☒ Report form - make copies as needed
- ☒ Training manual - one for each department coordinator
- ☒ Memorial form - make copies as needed

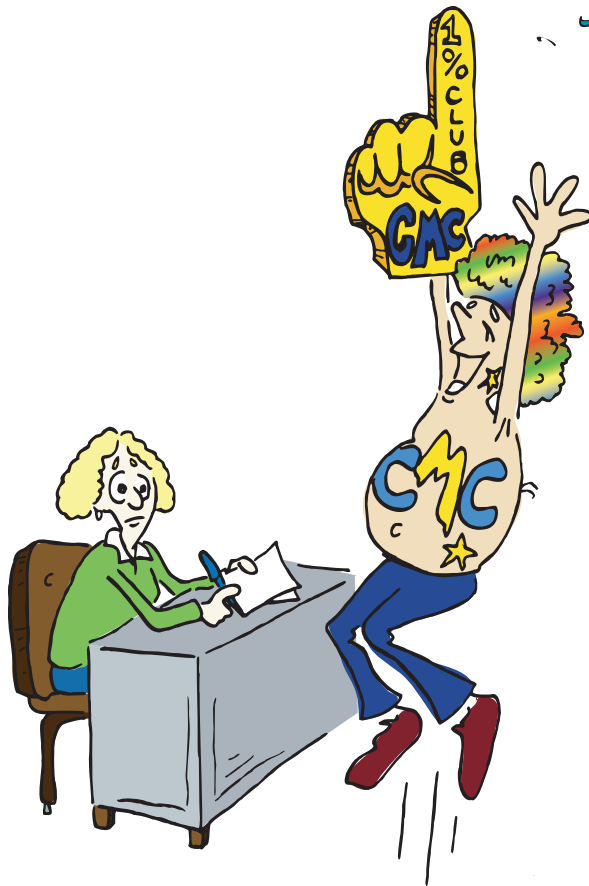
For more information, please contact: Maria Irshad, (713) 837-9384.



# CMC “**do**s” and “**don**’**t**s”

## **do**

recognize and thank employees.



## **do**

encourage employees.



## **don't**

threaten employees.

Coordinators' tips: leadership



# Goals: Contribution

## Contribution Goals

	2002 Goal	2002 Result	2003 Goal
Affirmative Action	5,000	5,208	4,000
Aviation	51,000	75,861	40,800
Building Services	15,000	17,746	12,000
City Council	5,000	17,098	4,000
City Secretary	1,400	1,122	1,120
Controller's Office	16,500	17,794	13,200
Convention & Entertainment	5,000	7,509	4,000
Finance & Administration	24,400	21,518	16,800
Fire	36,000	17,278	28,800
Health & Human Services	68,000	58,408	54,400
HEC	12,000	6,615	9,600
Housing	10,000	12,170	8,000
Human Resources	17,300	21,026	14,160
Information Technology	12,000	9,723	9,600
Legal	11,000	11,620	8,800
Library	45,000	47,438	36,000
Mayor's Office	13,000	14,498	10,400
Municipal Courts Administration	17,000	7,241	13,600
Municipal Courts Judicial	9,000	11,435	7,200
Parks & Recreation	37,000	42,047	29,600
Planning & Development	40,000	44,793	32,000
Police	78,000	76,407	62,400
Public Works & Engineering	147,400	159,171	117,920
Solid Waste Management	27,000	15,395	21,600
<b>Totals</b>	<b>\$700,000</b>	<b>\$719,121</b>	<b>\$560,000</b>



## Participation Goals

	2002 Goal	2002 Result	2003 Goal
Affirmative Action	100%	100%	100%
Aviation	65%	63%	53%
Building Services	86%	65%	60%
City Council	44%	60%	44%
City Secretary	100%	100%	100%
Controller's Office	100%	100%	100%
Convention & Entertainment	100%	100%	100%
Finance & Administration	58%	60%	40%
Fire	23%	3%	23%
Health & Human Services	44%	45%	40%
HEC	45%	9%	30%
Housing	75%	100%	100%
Human Resources	100%	100%	100%
Information Technology	45%	59%	45%
Legal	47%	42%	40%
Library	80%	90%	50%
Mayor's Office	100%	100%	100%
Municipal Courts Administration	65%	35%	50%
Municipal Courts Judicial	85%	70%	50%
Parks & Recreation	45%	58%	45%
Planning & Development	60%	68%	44%
Police	23%	9%	23%
Public Works & Engineering	74%	74%	64%
Solid Waste Management	55%	43%	43%
<b>Totals</b>	<b>42%</b>	<b>35%</b>	<b>38%</b>



## August

14 THU	Executive Luncheon	Wortham Center
27 WED	Coordinator Training	611 Walker Auditorium
28 THU	Coordinator Training	611 Walker Auditorium
28 THU	Agency Fair	611 Walker Lobby

## September

ALL MONTH	Department Kickoff	All Departments
20 SAT	Runway Race for Life	Bush Intercontinental Airport
15-21 MON-SUN	Silent Auction Preview	Online
22-26 MON-FRI	Silent Auction	611 Walker lobby & online



## October

11 SAT	CMC Golf Tournament	Sharpstown Golf Course
31 WED	Scantrons due	611 Walker, 4th Floor

PEANUTS? ORANGE JUICE?  
COFFEE PERHAPS?



## March

2 TUE	Recognition Reception	George R. Brown Convention Center, Ballroom C
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**AGENCY FAIR**

**Thursday, Aug. 28**

**11 a.m. - 1 p.m.**

**Lobby - 611 Walker Building**

Come visit with CMC federations  
and local agencies.





## ***RUNWAY RACE FOR LIFE***



The Houston Airport System is sponsoring a 5K Run/Walk for the Combined Municipal Campaign. For additional information or entry forms, please call (281) 233-1500 or visit [www.owa.has.ci.houston.tx.us/cmc2003/](http://www.owa.has.ci.houston.tx.us/cmc2003/)

# **Sept. 20, 2003**

## **7:30 a.m.**

The run/walk will take place on an IAH taxiway.  
Registration fee for city employees: \$15  
Registration fee for all others: \$20

Proceeds will benefit the following organizations:

- \* USO
- \* Army Emergency Relief Sociey
- \* Air Force Aid Society
- \* Disabled American Veterans
- \* Houston VA Medical Center
- \* Navy-Marine Corps Relief Society





We are currently taking donations for the Silent Auction. If you have items that you would like to donate, please contact your department coordinator or Maria Irshad at (713) 837-9384. Proceeds from donated items will apply to donor's department goal.

**Sept. 22-26, 2003**

**Final bids - Fri., Sept. 26 at 2 p.m.**

**Online preview - Sept. 15-21**

Bids accepted at 611 Walker in the lobby or online at [www.cityofhouston.net](http://www.cityofhouston.net). Under City Highlights, click on CMC Silent Auction for Super Bowl tickets.



## 6TH ANNUAL GOLF TOURNAMENT

4-person scramble

\$50 per person (\$200/team)

Includes: greens fee & cart, breakfast, lunch, goodie bags, door prizes. Open to all city of Houston employees and families.

# Oct. 11, 2003

## 7 a.m. - Check-in

## 8 a.m. - Shotgun start

Call Eric Denton at  
(713) 845-1118 or Marilu De La Fuente at  
(713) 845-1223 to sign up.



## 1% Club

Membership in the 1% Club is open to all employees who pledge 1 percent or more of their salary to the CMC. Each member will receive a framed certificate and be invited to the Recognition Reception.

## Directors and Elected Officials 1% Club

Open to all elected officials, department directors and their staff\* who give 1 percent or more of their salary to the CMC. Each member will receive a framed certificate, be invited to the Recognition Reception and be treated to lunch by Presiding Judge Berta Mejia and Human Resources Director Lonnie Vara.

## Recognition Reception

The Recognition Reception will be held following the 2003 CMC. At the Recognition Reception, 1% Club members will be recognized. Also, awards will be given to the directors, elected officials and coordinators whose departments and offices won their competitions and achieved their 2003 participation and giving goals.

For the competitive events, we divide the departments and offices into levels according to size. There will be one winner for each competition at each level.

<b>Level A</b>	<b>Departments with 3,000+ employees:</b> Fire, Police, Public Works & Engineering
<b>Level B</b>	<b>Departments with 500 to 1,500 employees:</b> Aviation, Health & Human Services, Library, Parks & Recreation, Planning & Development, Solid Waste Management
<b>Level C</b>	<b>Departments with 15 to 499 employees:</b> Affirmative Action & Contract Compliance, Building Services, City Council Offices, City Secretary's Office, Controller's Office, Convention & Entertainment Facilities, Finance & Administration, Housing & Community Development, Houston Emergency Center, Human Resources, Information Technology, Legal, Mayor's Office, Municipal Courts Administration, Municipal Courts Judicial

Awards will be given to the director, elected official and coordinator in each level whose department or office make their goals and:

- has the largest percentage increase in participation compared to 2002.
- has the largest percentage increase in contributions compared to 2002.
- has the highest percentage of employees in the 1% Club.
- has the highest per capita contribution.

\*Interested? Call your department CMC Coordinator to see who is eligible in your department.

## Before 1991

The United Way of the Texas Gulf Coast coordinated the city of Houston's charitable giving campaign. Although the campaign gave city employees the opportunity to help those less fortunate, employees expressed the need for greater choice.

## In 1991

Mayor Kathy Whitmire answered this call with administrative procedure 2-16. Effective July 1, 1991, administrative procedure 2-16 opened the city's charitable giving campaign to all federations and charitable organizations meeting the approved criteria.

## 1992-1994

After the approval of administrative procedure 2-16, the city's charitable campaign became known as the Combined Municipal Campaign. The word "Combined" refers to the combination of federations and agencies in the campaign. The word "Municipal" refers to the city of Houston, and the word "Campaign" describes the city's mission to improve the quality of life in Houston, the nation and beyond.

During the first years of the CMC, various city employees were given the challenge of administering the campaign. There was no central governing unit.

## 1995-present

In 1995, Human Resources Director Lonnie Vara was given responsibility for the CMC. To give the campaign stability and structure, Mr. Vara assigned the CMC to the Human Resources Communications Division. Along with this division, dedicated employees like you have made the city of Houston Combined Municipal Campaign one of the fastest growing in the country.

The results speak for themselves. Never before has the city's charitable campaign reached such heights. More than 7,000 caring employees donated \$257,537 in 1995 to the CMC. The amount soared to more than \$452,000 in 1997, and in 2002, the city reached \$719,000. 2003 brings hope of even greater success. With improved training and pledge materials and an increase in department events, we hope to make 2003 the year to beat.





**Federations** are organizations that consist of five or more charitable organizations and solicit/distribute contributions on behalf of their member organizations.

1000	<b>America's Charities</b>	Joan Derrick Smith 281.265.7203 281.265.6981 fax joan@charities.org	2114 Cypress Run Dr. Sugar Land, TX 77478 www.charities.org
1100	<b>Another Way Texas Shares</b>	Diane Fanning 830.626.2033 830.626.2366 fax anotherway@sbcglobal.net	360 Landa Street New Braunfels, TX 78130 www.anotherway.org
1200	<b>Black United Fund of Texas, Inc.</b>	Felix Glenn 713.524.5767 713.524.5769 fax fg@buftx.org	5407 Chenevert Ste.101 Houston, TX 77004 www.blackunitedfundoftexas.org
1300	<b>Community Health Charities of TX</b>	Dave Geisbush 210.499.1086 210.499.4804 fax chc4tx@aol.com	16414 N. San Pedro Ave. St.320 San Antonio, TX 78232 www.healthcharitiestexas.org
1400	<b>Earth Share of Texas</b>	Max Woodfin 512.472.5518 512.472.4930 fax estx@earthshare-texas.org	814 West 23rd St Austin, TX 78705 www.earthshare-texas.org
1500	<b>Global Impact</b>	Tom Tobin 512.444.2377 703.548.7684 fax tobint@charity.org	66 Canal Center Plaza, Suite 310 Alexandria, VA 22314 www.charity.org
1600	<b>Local Independent Charities of Texas</b>	Tara Ballard 800.876.5342 512.280.8230 fax lictexas@yahoo.com	9401 Bernoulli Drive Austin, TX 78748 www.lic.org
1700	<b>Neighbor to Nation</b>	Cathy Brunicardi 361-749-2028 361-749-2078 fax cbrunicard@aol.com	P. O. Box 2993 Port Aransas, TX 78373 www.shareamerica.org
1800	<b>Independent Charities of America</b>	Tara Ballard 800.477.0733 415.924.1379 fax lictexas@yahoo.com	21 Tamal Vista Blvd., Ste. 209 Corte Madera, CA 94925 www.independentcharities.org
1900	<b>Thurgood Marshall Scholarship Fund</b>	Kofi Appiah-Kubi 212.573.8888 x229 212.573.8497 fax kappiah@tmsf.org	60 East 42nd Street, Suite 833 New York, NY 10165 www.thurgoodmarshallfund.org
2000	<b>United Negro College Fund, Inc.</b>	Tim Roseborough 713.942.8623 713.942.1090 fax trosebor@uncf.org	1235 North Loop West, Suite 1010 Houston, TX 77008 www.uncf.org
2100	<b>United Way Of TX Gulf Coast</b>	Brandis Walker-Nichols 713.685.2320 713.956.2868 fax bwalker-nichols@uwtgc.org	P.O. Box 924507 Houston, TX 77018 www.unitedwayhouston.org
2300	<b>Children's Charitable Alliance</b>	Tara Ballard 512.280.9875 512.280.8320 fax lictexas@yahoo.com	9401 Bernoulli Austin, TX 78748 www.lic.org

what is the CMC?: Federations



# What is the CMC?: agencies

**Houston area charitable agencies** are any 501(c)(3) organization supported in part by voluntary contributions from the public. These agencies operate independently and are not associated with a federation.

2201	<b>The 100 Club, Inc.</b>	Rick Hartley 713.952.0100 713.952.0181 fax rick@the100club.org	1233 W. Loop South, Ste 1250 Houston, TX 77027 www.the100club.org
2202	<b>AAMA - Association for the Advancement of Mexican Americans</b>	Zoe Laurence 713.926.4756 713.926.8035 fax zlaurence@aamainc.com	6001 Gulf Freeway B-1 Houston, TX 77023 www.aamainc.com
2428	<b>Air Force Aid Society</b>	Steven Baker 800.769.8951 703.607.3022 fax sbarker@afas-hq.org	1745 Jefferson Davis Hwy, Suite 202 Arlington, VA 22202 www.afas.org
2422	<b>Army Emergency Relief</b>	Gregory Mason 703.325.0463 703.325.7183 fax greg@aerhq.org	200 Stovall St. Room 5N13 Alexandria, VA 22332 www.aerhq.org
2204	<b>Assist The Officer</b>	Judy Hathcoat 713.223.4286 713.227.8450 fax assisttheoofficer@earthlink.net	1602 State street Houston, TX 77007 www.assisttheoofficer.com
2206	<b>Bali Cultural Association</b>	Nicholas Tangeh 713.837.9024 713.837.9019 fax nicholas.tangeh@cityofhouston.net	P.O. Box 1602 Spring, TX 77383 www.bca-use.org
2207	<b>Bering Omega Community Services</b>	William R. Kersten 713.529.6071 713.529.3626 fax billk@beringomega.org	P. O. Box 540517 Houston, TX 77254 www.beringomega.org
2208	<b>Blue Santa Program, Inc.</b>	Fred J. Pyland 713.731.5102 713.731.5070 fax gunnerz99@aol.com	8300 Mykawa Houston, TX 77048 www.bluesantahouston.org
4444	<b>Blue Triangle Multi-Cultural Assoc., Inc.</b>	Charlotte K. Bryant 713.650.3877 713.650.3877 fax ckbryant_99@yahoo.com	P.O. Box 8445 Houston, TX 77288
2209	<b>Bread of Life, Inc.</b>	Yvette Tarrant 713.650.0595 713.659.2236 fax ytarrant@bolinc.org	1703 Gray Street Houston, TX 77003 www.stjohnsdowntown.org/ bread2.htm
2279	<b>Candlelighters Childhood Cancer Family Alliance</b>	Judy Smelser 713.270.4700 713.270.9802 fax jsmelser@wt.net	8323 SW Frwy, Suite 435 Houston, TX 77074 www.candle.org
2210	<b>Channel 8/Association for Community Television</b>	Vicky Tarpey 713.743.8404 713.743.8401 fax vtarpey@houstonpbs.org	4343 Elgin St. Houston, TX 77204 www.houstonpbs.org
2211	<b>Child Advocates, Inc.</b>	Courtney Votaw 713.529.1396 713.529.1390 fax courtney.votaw@childadvocates.org	2401 Portsmouth, Suite 210 Houston, TX 77098 www.childadvocates.org





14

# What is the CMC?: agencies

2227	<b>Friends of the Houston Public Library</b>	Sue Abbott 832.393.1385 832.393.1383 fax sue.abbott@cityofhouston.net	500 McKinney Houston, TX 77002 www.houstonlibrary.org
2228	<b>Fundamentals Ink, Inc.</b>	Dierdra Rideaux 713.671.9245 713.671.9245 fax fundink@yahoo.com	4101 Dabney Houston, TX 77026 www.fundink.org
2416	<b>Gabriel's Gift</b>	Beth Alberts 713.521.2694 713.522.7386 fax balberts@mrchouston.com	3333 Eastside, Suite 125G Houston, TX 77098 www.gabrielsgifts.org
2230	<b>Guide Dogs of Texas</b>	Debra Baker 210.366.4081 210.366.4082 fax dbswgdf@juno.com	P. O. Box 691582 San Antonio, TX 78269 www.guidedogsoftexas.org
2231	<b>Gulf Coast Chapter National Railway Historical Society, Inc.</b>	Robert Bucher 281.920.9118 281.920.9114 fax ngbobtrains@juno.com	P. O. Box 457 Houston, TX 77001 www.houstonrrmuseum.org
2281	<b>HATCH - Houston Area Team Coalition of Homosexuals</b>	Ann Robison 713.529.0037 713.526.4367 fax ajr@montroseocounselingcenter.org	701 Richmond Avenue Houston, TX 77006 www.hatchyouth.org
2433	<b>HFD Dennis W. Holder Scholarship Fund</b>	Donny Myers 281.372.5100 281.372.5101 fax lyn@hfrrf.org	4225 Interwood N. Parkway Houston, TX 77032 www.hfrrf.org
2233	<b>Hillel Foundation of Greater Houston</b>	Rabbi Kenneth Weiss 713.526.4918 713.526.4966 fax kweiss@houstonhillel.org	1700 Bissonnet Houston, TX 77005 www.houstonhillel.org
2297	<b>Holocaust Museum Houston</b>	Susan Llanes-Myers 713.942.8000 713.942.7953 fax sllanes@hmf.org	5401 Caroline Houston, TX 77004 www.hmf.org
2234	<b>Homes of St. Mark</b>	Celeste Ross 713.522.2800 713.522.3769 fax celestross@homesofstmark.org	3000 Richmond Suite 510 Houston, TX 77098 www.homesofstmark.org
2421	<b>Homeward Bound Prison Ministry</b>	Violet White 713.672.6720 713.675.1522 fax fthward@aol.com	5606 Pardee St. Houston, TX 77026
2426	<b>Houston A+ Challenge</b>	Jon Forde 713.658.1881 713.739.0166 fax jforde@houstonaplus.org	1415 Louisiana, Box 9 Houston, TX 77002 www.houstonaplus.org
2236	<b>Houston Ballet Foundation</b>	Randall Penn 713.523.6300 713.523.4038 fax rpenn@houstonballet.org	1921 W. Bell Houston, TX 77219 www.houstonballet.org



# What is the CMC? : agencies

2237	<b>Houston Buyers Club</b>	Fred Walters 713.520.5288 713.521.7419 fax fred@houstonbuyersclub.com	3400 Montrose #604 Houston, TX 77006 www.houstonbuyersclub.com
2239	<b>Houston Center for Photography</b>	Diane Gregory 713.529.4755 713.529.9248 fax hcphoto@insync.net	1441 West Alabama Houston, TX 77006 www.hcponline.org
2430	<b>Houston Chapter of the Ninety-Nines</b>	Pam Vela 281.874.9519 281.874.9519 fax plvela@yahoo.com	218 Gruss Drive Houston, TX 77060 www.ninety-nines.org
2240	<b>Houston Fire Museum</b>	Emily Ponte 713.524.2526 713.520.7566 fax hfm1@houstonfiremuseum.org	2403 Milam Houston, TX 77006 www.houstonfiremuseum.org
2241	<b>Houston Food Bank</b>	Ana Marie Colchado 713.223.3700 713.223.1424 fax acolchado@secondharvest.org	3811 Eastex Frwy Houston, TX 77026 www.houstonfoodbank.org
2242	<b>Houston Humane Society</b>	Stacy Wilbanks 713.433.6421 713.433.4325 fax pr@houstonhumane.org	P. O. Box 450528 Houston, TX 77245 www.houstonhumane.org
2243	<b>Houston Police Activities League</b>	Charles Garcia 713.523.4232 charles.garcia@hp.com	Box 2228 Houston, TX 77252 www.houstonpal.org
2232	<b>HSPCA - Houston Society for the Prevention of Cruelty to Animals</b>	Lisa M. Cherry 713.869.7722 713.869.5857 fax develop@hspca.org	900 Portway Drive Houston, TX 77024 www.houstonspca.org
2244	<b>I Have a Dream-Houston</b>	Paula J. Cizik 713.523.7326 713.523.7350 fax jfrelew@ihaveadreamhouston.org	2515 W. Main. Ste 501 Houston, TX 77027 www.ihaveadreamhouston.org
2283	<b>Intercontinental Airport Interfaith Chapel</b>	Brett Jones 281.233.3115 281.441.8629 fax bfjones123@earthlink.net	P.O. Box 60239 Houston, TX 77338
2410	<b>Interstitial Cystitis Association of America</b>	Nicki Mehall 301.610.5300 301.610.5308 fax nickim@ichelp.org	110 N. Washington St., Suite 340 Rockville, MD 20850 www.ichelp.org
2247	<b>Jewish Federation of Greater Houston</b>	Angela Babin 713.729.7000 713.721.6232 fax ababin@houstonjewish.org	5603 S. Braeswood Houston, TX 77096 www.houstonjewish.org
2248	<b>Junvenile Diabetes Research Foundation, Houston Gulf Coast Chapter</b>	Kathy Knott 713.334.4400 713.334.4040 fax kknott@jdrf.org	2425 Fountain View Suite #280 Houston, TX 77057 www.jdrf.org
2249	<b>Keep Houston Beautiful</b>	Robin Blut 713.839.8855 713.839.8880 fax rblut@houstonbeautiful.org	5909 West Loop South, Ste. 670 Houston, TX 77056 www.houstonbeautiful.org



# What is the CMC? : agencies

2250	<b>Kid-Care (We Care About Kids)</b>	Ruth Burrell 713.695.5437 713.695.7544 fax ruth@kid-care.com	P. O. Box 10441 Houston, TX 77206 www.kid-care.org
5555	<b>Kujichagulia, A Christian Girls' Organization</b>	Toni Williams 713.845.2412 713.845.2417 fax wgokujigirl@hotmail.com	5330 Griggs Rd., Ste B107, Box 51 Houston, TX 77021
2251	<b>Last Alarm Club of Houston</b>	Emily M. Tyra 713.223.9166 713.237.0912 fax emt@dialaccess.com	1907 Freeman Street Houston, TX 77009 www.lastalarmclub.org
2252	<b>League of Women Voters of Houston</b>	Judy Hollinger 713.784.2923 713.784.2984 fax lwv@lwvhouston.org	2650 Fountainview #328 Houston, TX 77057 www.lwvhouston.org
2253	<b>Leukemia &amp; Lymphoma Society</b>	Lydia Hirt 713.680.8088 713.683.9504 fax hirtl@leukemia-lymphoma.org	5005 Mitchelldale, Suite 115 Houston, TX 77092 www.leukemia-lymphoma.org
2429	<b>The Lighthouse Center for Community Healing</b>	Shannon Hayes 713.541.4673 713.541.4689 fax lighthousecenter@pdq.net	756 Sharpstown Center Houston, TX 77036 www.lighthousecenter.org
2284	<b>Love Feast Food Pantry</b>	Burnadean Guillory 713.633.3714 713.633.3714 fax	4922 Bostic Houston, TX 77205
2255	<b>M.D. Anderson Cancer Center</b>	Linda Korb 713.792.3450 713.796.1914 fax lkorb@mdanderson.org	1515 Holcombe Blvd. Box 541 Houston, TX 77230 www.mdanderson.org
2256	<b>Macedonia Outreach Center</b>	Katherine West 713.672.1653 713.672.9654 fax moc1235@aol.com	1235 Teal Houston, TX 77029
2257	<b>Make Ready, Worker Development Training, Inc.</b>	Emile Guidry 713.520.5544 713.520.8133 fax makrea1@pdq.net	8226 Antoine Houston, TX 77088 makeready.micronwebpc.com
2258	<b>Martin Luther King, Jr. Community Center, Inc.</b>	Madgelean Bush 713.659.7704 713.659.4672 fax mlkservice@aol.com	2720 Sampson Houston, TX 77004 www.mlkjcc.com
2425	<b>Mary's Little Lamb Daycare Center</b>	Mary Thomas 713.434.7057 713.434.7067 fax	4418 Gallagher Dr. Houston, TX 77045
2295	<b>Memorial Hermann Children's Hospital</b>	Donette Walker 713.704.6186 713.704.3863 fax donette_walker@mhhs.org	6411 Fannin Houston, TX 77030 www.memorialhermann.org
2286	<b>Meningitis Angels &amp; Earth Bound, Inc.</b>	Frankie Milley 281.572.1998 281.572.1998 fax fmilley@aol.com	P.O. Box 448 Porter, TX 77365 www.meningitis-angels.org



# What is the CMC? : agencies

2413	<b>Mothers for Clean Air</b>	Jane Laping 713.526.0110 713.526.0550 fax mfca@hern.org	3015 Richmond Suite 270 Houston, TX 77098 www.mothersforcleanair.org
2423	<b>Nahum's Nest Residential Group Home</b>	Gert Frank 281.438.0653 gbf1000@yahoo.com	2218 Woodglen Missouri City, TX 77459
2260	<b>National Forum for Black Public Administrators</b>	Naomi S. Hines 713.928.4553 713.926.3462 fax naomi.hines@cityofhouston.net	P. O. Box 301092 Houston, TX 77230 www.nfbpa.org
2261	<b>Navidad En El Barrio</b>	Israel Gomez 832.689.4518 713.238.2284 fax izzygomez3@aol.com	P.O. Box 4084 Houston, TX 77210 www.navidadenelbarrio.org
2424	<b>Navy-Marine Corps Relief Society</b>	John Alexander 703.696.4904 703.696.0144 fax alexande@hq.nmcrrs.org	4015 Wilson Blvd. 10th Floor Arlington, VA 22203 www.nmcrrs.org
2288	<b>Northwest Assistance Ministries</b>	Carole Little 281.885.4577 281.583.5621 fax clittle@namonline.org	15555 Kuykendahl Road Houston, TX 77090 www.namonline.org
2259	<b>The NRA Foundation, Inc.</b>	Jennifer Mendrysa 888.467.2363 703.267.3966 fax donorpgms@nrahq.org	11250 Waples Mill Road Fairfax, VA 22030 www.nrafoundation.org
2427	<b>Paper Houses Across the Border</b>	Bob Decker 713.864.8741 hpd2@sprynet.com	955 Westcott #95 Houston, TX 77007
2265	<b>Planned Parenthood of Houston &amp; Southeast Texas, Inc.</b>	Julie Lewis 713.522.6240 713.522.9047 fax julie.lewis@ppfa.org	3601 Fannin Houston, TX 77004 www.pphouston.org
2266	<b>Positive Project</b>	Rev. Willie Alston 713.653.1233 281.272.5015 fax waajr@pdq.net	P.O. Box 53482 Houston, TX 77052 www.thepositiveproject.com
2267	<b>Progressive Amateur Boxing Association</b>	Rev. Ray Martin 713.520.9585 713.520.1420 fax btcorg@pdq.net	3212 Dowling St. Houston, TX 77004 www.pababoxing.com
2412	<b>Resolve It, Inc.</b>	Alison Lootens 713.627.0633 713.622.4707 fax resolveit@att.net	3211 Edloe, Suite 106 Houston, TX 77027
2268	<b>S.H.A.P.E. Community Center</b>	Deloyd T. Parker 713.521.0629 713.521.1185 fax shape@shape.org	P.O. Box 8428 Houston, TX 77288 www.shape.org
2418	<b>Saint Sophia's Helping Hands</b>	Christina Velgakis 713.721.3657 713.723.6488 fax velgakis@airmail.net	5126 Kingfisher Drive Houston, TX 77035



# What is the CMC?: agencies

2271	<b>Shriners Hospitals for Children, Burns Hospital Galveston</b>	Brenda Camp 409.770.6771 407.770.6977 fax kcharon@shrinenet.org	815 Market St. Galveston, TX 77550 www.shrinershq.org
2270	<b>SIRE, Inc. (Self Improvement through Riding Education)</b>	Glenn Aker 281.356.8946 281.356.9462 fax sireoffice@aol.com	24161 Spring Drive Hockley, TX 77447 www.sire-htec.org
2290	<b>Taking Care of Our Own Foundation, Inc.</b>	Daphne Hampton 281.403.9372 832.676.1647 fax tcooo@pcsure.com	P.O. Box 1022 Stafford, TX 77497 www.tcooo.com
2272	<b>Texas Children's Hospital</b>	Bee Dickson 832.824.2109 832.824.2162 fax bsdickso@texaschildrenshospital.org	1919 S. Braeswood, MC 4-4483 Houston, TX 77030 www.texaschildrenshospital.org
2278	<b>Texas Cops and Kids</b>	Katherine Swilley 281.564.4724 821.564.7770 fax contact@texascopsandkids.org	10903 Ensbrook Houston, TX 77099 www.texascopsandkids.org
2298	<b>Texas Marine Mammal Stranding Network</b>	Tammy Renaud 409.740.4455 409.741.4321 fax tmmsn@tamug.tamu.edu	4700 Ave. U, Building 303 Galveston, TX 77551 www.tmmsn.org
2274	<b>The Westview School, Inc.</b>	Jane Stewart 713.973.1900 713.973.1970 fax janes@westviewschool.org	1900 Kersten Drive Houston, TX 77043 www.westviewschool.org
2293	<b>Union Community Fund</b>	Richard Shaw 713.923.9295 713.923.5010 fax ucfhouston@workingfamilies.com	2506 Sutherland St. Houston, TX 77023 www.unioncommunityfund.org
2415	<b>USO of Greater Houston, Inc.</b>	W.O. King Jr. 713.313.1754 713.528.2422 fax uso2-hou@nol.net	P.O. Box 397 Houston, TX 77001
2432	<b>Volunteer Interfaith Caregivers</b>	Mary McGuire 713.772.8181 713.772.1280 fax volintersw@cleanweb.net	9595 Braes Bayou Houston, TX 77074
2275	<b>World Youth Foundation</b>	Linda Chapman 713.627.3490 chapl@adl.org	P.O. Box 479 Houston, TX 77001
2276	<b>YWCA</b>	Norma Benzon 713.868.9922 713.868.1315 fax nbenzon@ywcahouston.org	3621 Willia Houston, TX 77007 www.ywcahouston.org





# Scantrol Forms: tips



# Scantron Forms: info

When filling out the Scantron use a pen with blue or black ink and be sure to completely darken in the boxes.

- 1 Write your employee number (six digits) in the blank boxes under "Employee Number." If your number is only five digits, insert a zero in the first space on the left. Darken the corresponding number boxes.
- 2 Write your department number in the blank boxes under "Dept. Number." Darken the corresponding number boxes.
- 3 To contribute 1 percent of your annual gross salary, darken the "Yes" box. If you would like to contribute more than 1 percent, darken in your choice under "Above and Beyond Club."
- 4 Darken in the box that corresponds with your payment option. One form of payment is allowed on each Scantron card.
- 5 Write the agency name on the "Name of Agency" line. Write the agency code in the blank boxes under "Agency Code." (See CMC Agency List, pages 13-19) Darken the corresponding number boxes. If you make a mistake darken the "Void" box. This will override all information in that section and the Scantron machine will not read it.
- 6 Write the amount contributed in the blank boxes under "Amount." Darken the corresponding number boxes. Repeat steps 3 & 4 for each agency.
- 7 If you would like to be acknowledged by the agencies, darken the "Yes" box at the bottom left of the form.
- 8 In the box at the bottom right of the form, write the total amount of your contribution in the line that corresponds to your payment option of either biweekly payroll deduction, one-time payroll deduction, cash or check.
- 9 Be sure to sign and date the form. Return to your coordinator with check or money order, if needed. Make money orders out to the city of Houston CMC. Make checks payable to the agency and put the agency code on the memo line of the check(s). Paper clips only, **Do not staple**.

**2003 Combined**

**Employee Number**

**Dept. Number**

☐ Yes. **Automatically Estimated payroll deduction (24 pay periods):**

**Agency Code**

**Contribution Type**

☐ Payroll Deduction - 2%  
☐ Payroll Deduction - One-time  
☐ Cash (attached)  
☐ Check(s) (attached)

**Amount**

**\$10.15**

**Would you like to be acknowledged by the above agencies?**

☐ Yes ☐ No

**Payroll deduction:**

☒ biweekly (per pay period)  
☐ one-time  
☐ total cash

**Signature** **Date**

**COMBINED MUNICIPAL CAMPAIGN**  
 Need help from a CMC agency? Call the EAP at (713) 866-4242





## A. Separate the cards into five groups:

1. Cash (money order/cashier's check)
2. Check
3. Payroll deduction - ONE TIME ONLY
4. Payroll deduction - PER PAY PERIOD
5. Special fundraisers

Scantrons with no contributions can be thrown away.



**Don't let your paperwork get out of control.**

## B. Checking the Scantron Forms:

All forms must be checked to ensure they were filled out correctly. Instructions for filling out the Scantron forms are given on page 26-28.

## C. Accounting

### 1. Cash:

Verify that the cash amount on the employee's Scantron form equals the cash attached to the form. After amounts have been verified, total the cash received from all employees. Write that amount on the reporting form.

The Human Resources Department is not equipped to receive cash. After totaling the cash received, the department must convert these funds to a money order/cashier's check, payable to the City of Houston. If a department incurs a cost for the money order, the Human Resources Department will reimburse the department when the department turns in its contributions. Be sure to have a receipt for your money orders.

Place all money orders and accompanying Scantron forms in an envelope marked: MONEY ORDER/CASHIER'S CHECK.

### 2. Checks:

Verify that all checks are written to the charitable agency and not to the City of Houston. Ask employees to write the number of the charitable agency in the "Memo" or "For" line at the bottom of their checks. If employees contribute to more than one agency, there must be a separate check for each agency.

Next, verify that each check is written for the amount designated on the Scantron form. After the amounts have been verified, total the checks received from all employees. Write that amount on the reporting form. Place all checks and accompanying Scantron forms in an envelope marked CHECKS.



**Examine your Scantron Forms closely.**

### 3. Payroll Deduction - one-time only:

Verify that the "Amount" box equals the amount written in the payroll deduction one-time blank in the lower right hand corner of the Scantron form. Total the amount contributed by all employees using one-time only payroll deduction. Write the amount on the reporting form. Place all Scantron forms with a one-time payroll deduction in an envelope marked PD - ONE-TIME ONLY.

## 4. Payroll Deduction - per pay period [24]:

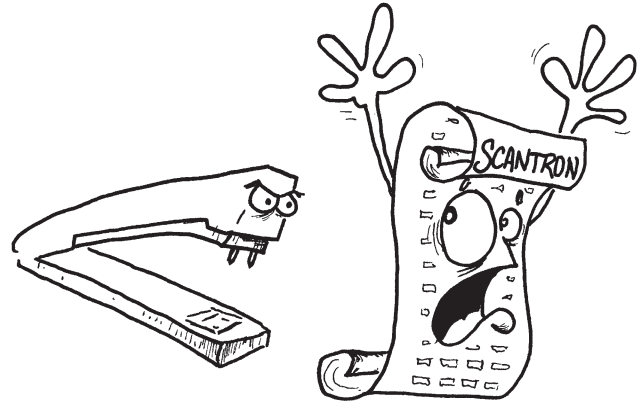
Verify that the "Amount" box equals the payroll deduction biweekly (per pay period) blank in the lower right hand corner of the Scantron form. Total the amount contributed by all employees using 24 pay-period payroll deduction. Write the amount on the reporting form. Place all Scantron forms with a 24 pay-period payroll deduction in an envelope marked PD-24.



## 5. Special donations:

Special donations include money donated by people who do not work for the city and money donated through special events, such as bake sales, contests, car washes, etc. Each special donation should be recorded on a separate Scantron card.

To record special donations on a Scantron card, begin with the number 9. This tells the Scantron machine that this donation is a special donation. The next two digits will be your department number and the last three digits will be a unique number for each fundraiser. For example, The Human Resources' first special donation Scantron card would read: 980001. The second special donation card would read: 980002 and so on for as many special contributions as the department has. Remember to put your department number in the second two spaces from the left. If you don't know your department number, please contact Maria Irshad (713) 837-9384.



## D. Reporting Forms:

1. The reporting form must be completely filled out and signed by the person filling out the report, the department coordinator and your director or division manager before giving it to Maria Irshad.
2. On your assigned reporting date, the department coordinator should deliver one department reporting form with the envelopes attached as stated above to:

Maria Irshad  
Human Resources Department  
611 Walker, 4th Floor  
(713) 837-9384

## E. Miscellaneous Information:

Employees using payroll deduction may use their paycheck stub as proof of their contribution for IRS purposes. Paycheck stubs will show the amount given per pay period, as well as a running year-to-date total.

Department: \_\_\_\_\_

Director: \_\_\_\_\_

Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Type of Gift	Total Number of Givers	Total Amount Given
Payroll Deduction: One-Time Only		
Payroll Deduction: Per Pay Period		
Money Order / Cashier's Check		
Checks		
<b>Total Employee Giving (Totals of Previous 4 Lines)</b>		

\_\_\_\_\_  
Person Preparing Report

\_\_\_\_\_  
Department Coordinator's Signature

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# memorial contribution form

If you would like to contribute to the CMC in memory of a loved one or pet, please fill in the form below. We will forward the information to your chosen federation or agency.

Please acknowledge my donation to \_\_\_\_\_.

in loving memory of \_\_\_\_\_.

Write your name, department, work phone number and work address in the spaces below.

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Work phone number: \_\_\_\_\_

Work address: \_\_\_\_\_

Thank you for your generous contribution to the CMC in memory of your loved one.



# COORDINATORS

<b>Affirmative Action</b>	Patsy Jackson	(713) 837-9012
<b>Aviation</b>	Lenore Herman Valerie Prevost	(281) 230-3008 (281) 233-1802
<b>Building Services</b>	Anthony Freddie	(713) 221-0446
<b>City Council</b>	Kelli Glanz-Minson Marta Crinejo	(713) 247-2004 (713) 437-6430
<b>City Secretary</b>	Carrie Roberts	(713) 247-1339
<b>Controller's Office</b>	Sandra Zeno	(713) 247-2843
<b>Convention &amp; Entertainment</b>	Larry Larson	(713) 526-4752
<b>Finance &amp; Administration</b>	Janie Canino	(713) 837-9681
<b>Fire</b>	Wilma Brown	(713) 247-5453
<b>Health &amp; Human Services</b>	Daphine Sands	(713) 794-9197
<b>HEC</b>	Dyanne Marks	(713) 884-3942
<b>Housing</b>	Karen Franklin	(713) 868-8471
<b>Human Resources</b>	Margaret Baptiste Ulysses Fogg Shirley Glover	(713) 837-9370 (713) 837-9355 (713) 837-9421
<b>Information Technology</b>	Geraldine Taylor Susan Betts-Lopez	(832) 393-0059 (832) 393-0008
<b>Legal</b>	Dennis Yaksich Norma Thibodeaux	(713) 247-1471 (713) 247-1510
<b>Library</b>	Marlana Mitchell	(892) 393-1481
<b>Mayor's Office</b>	Imelda Varela	(713) 247-3226
<b>Municipal Courts Administration</b>	Rebekah Peterson	(713) 247-8218
<b>Municipal Courts Judicial</b>	Nydia Vega	(713) 247-4560
<b>Parks &amp; Recreation</b>	Eric Denton Marilu De La Fuente Jeff Jefferson	(713) 845-1118 (713) 845-1223 (713) 845-1010
<b>Planning &amp; Development</b>	Ginger Cooper	(713) 535-7506
<b>Police</b>	Jenny Wong Dennis Thornton	(713) 308-3213 (713) 308-3220
<b>Public Works &amp; Engineering</b>	Billie Williams Darien Helton	(713) 837-0387 (713) 837-0410
<b>Solid Waste Management</b>	Felicia Thomas	(713) 837-9251
<b>Citywide Coordinator</b>	Maria Irshad	(713) 837-9384